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Special Libraries, May-June 1956

Special Libraries Association

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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

MAY-JUNE 1956

VOLUME 47 NUMBER 5

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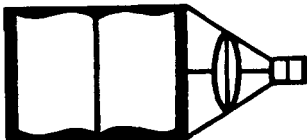
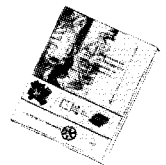
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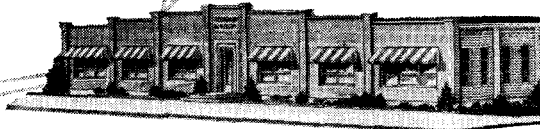
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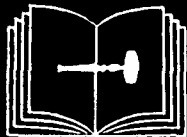
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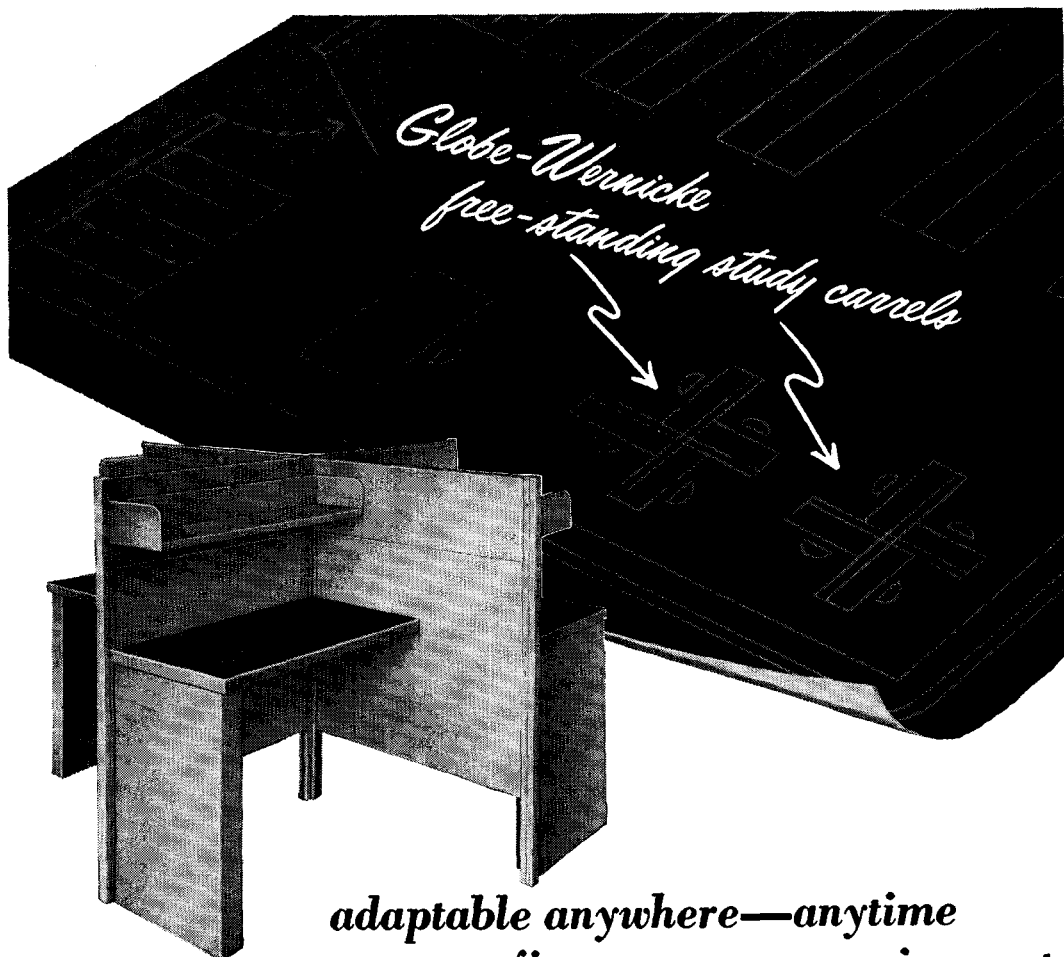
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SPECIAL LIBRARIES

Official Journal
Special Libraries Association

Volume 47, No. 5

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SLA HEADQUARTERS

Since few members of SLA are able to visit Headquarters in New York, this is an attempt to indicate the part played by the central office in furthering the program of the Association. The pictures show members of the staff at work although motion pictures would depict more fully the many activities carried on at 31 East 10 Street.

The offices occupy the eighth floor of the Stechert-Hafner Building where they were moved in 1948 from smaller quarters in the same building. The present offices are a striking contrast to the first general office of the Association. This was a third floor room in the home of Mr. and Mrs. Herbert Brigham of Providence, Rhode Island, and was first devoted to that use in 1927. Mr. and Mrs. Brigham were at that time the Editor of *SPECIAL LIBRARIES* and the Executive Secretary of the Association, respectively. In 1931 the office was moved to New York where Standard & Poor's Corp. made available space in their offices. In 1938 SLA moved to the present building.

The office has been enlarged and modernized several times since 1931 to accommodate the increasing business and activities of a growing organization. Last December an additional private office was built and partitions were installed to form a storeroom and to separate the Addressograph department from the rest of the work area. After the construction was completed, Stechert-Hafner generously agreed to have the remodeled part of the office painted. Each series of alterations has improved the appearance of the office and increased its efficiency.

In 1931 the staff consisted of one paid secretary with two members contributing their services as Executive Secretary and Editor. By 1949, shortly after the office was moved to larger quarters, Rose Vormelker, at that time President of SLA, reported that "while much of the work of the Association is carried on through its Chapters, Groups, Committees, and an Editor on a voluntary basis, it still requires a paid Headquarters staff of eight plus a mail boy part time to maintain all of the services outlined." Two years later, in 1951, with Alma C. Mitchill's resignation as Editor of *SPECIAL LIBRARIES*, her work was turned over to a paid editor. In 1955 the Executive Board approved the appointment of an Assistant to the Executive Secretary. With the exception of these two additions, the staff positions in 1956 remain the same as they were seven years before in 1949.

The Executive Board has shown its understanding of the importance of Headquarters to the Association by its interest in and support of improvements in its operations. Modern equipment has been purchased making it possible to service more promptly the requests of members, individually and through Chapters and Divisions. New procedures have been approved to increase efficiency. A few words cannot adequately describe the work carried on at Headquarters, but a few examples can indicate the variety and extent of the services rendered.

One important function of Headquarters is to collect the income of the Association, primarily dues. Another is to maintain the membership records. In carrying out these tasks, over thirteen thousand bills and second notices are prepared and mailed each year, and over ten thousand checks are received in payment for dues, subscriptions, publications, and advertising and exhibit space. Three sets of membership cards are maintained: the master cards, filed by Chapter and type of membership and containing the record of dues payments; the cross reference file arranged alphabetically by name of member and, when known, by library; and the Division file.

The Addressograph stencils are arranged geographically for mailing purposes. There is an additional set of stencils arranged by Divisions to facilitate addressing envelopes for Division mailings. Twelve of the sixteen Divisions and two Sections have used this service since last June. Including subscribers to *SPECIAL LIBRARIES* and TBRI, the files contain about thirteen thousand stencils. All of these stencils are cut and corrections made in the office. Notices are sent to Chapters and Divisions reporting all changes in members' stencils. In the four months from December 1955

through March 1956, eighty-five hundred such notices were distributed. To assist the Chapters and Divisions in keeping membership records, a new set of cards is run for them each year, eleven thousand in all.

Another aspect of the work of Headquarters is the disbursement of Association funds. During a year eight hundred and fifty checks are written in this connection.

It is a function of Headquarters to send to members all official notices and publications of the Association. Membership mailings include the *SLA Bulletin* three times a year, the Convention announcement, and election ballots. All *Institutional* members are notified of each new publication. Executive Board and Advisory Council members receive notices of Board meetings and copies of the minutes. Added to these official mailings is the distribution of publications and recruitment material. Over three thousand books and pamphlets were sold in 1955 and almost five thousand copies of *Special Librarianship as a Career* were sent in answer to requests. Outgoing mail averages over a thousand pieces a week.

Arrangements for Executive Board and Advisory Council meetings are made by Headquarters. Exhibit space at Conventions is sold through Headquarters. In answering the correspondence entailed by these and other matters involving members and non-members of the Association, the Executive Secretary writes about five thousand letters a year. The Placement Service and the publication of *SPECIAL LIBRARIES* are two important facets of the Association's program that depend on the work of staff at Headquarters. The Placement Service accounts for nearly seventy-five pieces of outgoing mail a week, including correspondence, referrals, and notices to Chapter Employment Chairmen.

Each issue of *SPECIAL LIBRARIES* represents many hours of proofreading, preparation of manuscripts for the printer, and detailed layout planning as well as correspondence with authors and contributors of news items. The solicitation of advertising is handled by the Editor and her assistant.

It is hard to realize the amount of detail and the variety of duties involved in handling the work of SLA. The Association can be proud of its Headquarters office and the staff which carries on its work. There is nothing more progressive than a special library and it is fitting that the organization which represents special librarians should be progressive and efficient in the management of its own affairs. This is the objective of the Executive Secretary and the staff at Headquarters.

MARIAN E. LUCIUS, *Executive Secretary*

In the Addressograph department Virginia Champ, left, checks a change of address in the stencil files and Mary Thompson, right, addresses envelopes for a Division mailing.

Photographs by Mary L. Allison

Bookkeeper Emily B. Shoemaker, right, adds up checks for her daily bank deposit while Ellen Maky, senior clerk, left, pulls a card from the master membership file to post a dues payment.



Editorial assistant, Irene Miller, left, and Mary L. Allison, editor, plan layout of SPECIAL LIBRARIES.



Receptionist Barbara Seiler files membership forms. Marcus Hall, mailman, finds a back issue of TBRI to fill an order.

Marian E. Lucius, executive secretary, left, and her assistant, Kathryn E. Smith, confer on a placement problem.



Launching a MISSILE LIBRARY

EVA LOU ROBERTSON, Chief Librarian
Lockheed Aircraft Corporation
Missile Systems Division
Van Nuys, California

THE TENSE, exciting moment of launching a missile is always preceded by months of detailed planning and laborious construction. The launching of a library for Lockheed Missile Systems Division is still in a count-down stage of development, but the experiences of the first eighteen months may be of interest to other organizations and beginning libraries.

In January 1954, Lockheed Aircraft Corporation, Burbank, California, authorized a separate missile systems division, and a library was recognized as necessity in the organization. Professional librarianship was also considered important in establishing a sound basis for this technical library which was to serve not only scientists and engineers but the entire division in all its operations.

MAKING THE DIVISION CONSCIOUS OF THE LIBRARY

On March 1, 1954, when the librarian reported for duty, the Division's entire personnel numbered about one hundred and forty and the library consisted of a small group of company reports which had been gathered into a vertical file. To create awareness of the new library, an order of one hundred and twenty-five books and seventy technical periodicals was compiled from suggestions of the personnel. This constituted the initial order of the library.

A weekly list of new acquisitions appeared at the end of the first week of operation and has continued as a regular publication. The administration appointed a library committee to meet regularly with the librarian to aid in establishing policy and giving authority to the library's program.

The library service was mentioned in the orientation lecture given by the industrial relations department and the librarian took time to show new personnel the library facilities. At the same time they were invited—in fact, urged—to request all books, periodicals, and reports they needed or had found useful in their work elsewhere. This helped build up the collection rapidly and assured employees that essential items were being obtained.

In addition, the librarian frequently visited heads of departments and groups and persons working on special projects to see if they were receiving needed materials, to ask for additional suggestions for library purchases, and to make them aware that the library was interested in obtaining information for them. The librarian was then invited to aid in the book selection and, having had a period for orientation in the division's needs, was able to secure new books and other materials more rapidly.

BUILDING THE COLLECTIONS

Realizing that security classified reports would be the most vital source of information in the library, the staff at once established channels for acquiring this type of material. In consultation with the library committee it was decided that not all areas covered in reports of the National Advisory Committee on Aeronautics would be of interest but that specific subjects were necessary. A letter to Eugene Jackson, director of the NACA office in Washington, D.C., established an automatic distribution of reports in these fields.

As soon as the division's first contracts were secured, the Missile Systems

Division Library began to acquire its own Armed Services Technical Information Agency report collection. At the same time, ASTIA printed cards were acquired for all reports approved within the established field-of-interest-register. Eight cards were requested for each report, which were then filed into a dictionary catalog by originating agency, title, subject, and contract number. This proved a valuable research tool whereby workers could search for reports wanted and simply note down the ASTIA catalog number from which the library could place orders.

As the actual reports arrived, cards were pulled from the research file and placed into a reports-on-hand file. This had the disadvantage of establishing two separate files, but it was much better to introduce workers to the library collection with the approach, "These cards represent the reports we now have in our collection; this other file is of reports which are available to us and which we will order for you."

Another important channel was established with the Pacific Aeronautical Library. This library, operating on funds contributed by companies of the local aircraft industry, is a cooperative collection which loans its books and periodicals to member plants through a regular delivery service. It secures requested items from other libraries and carries out reference searches as requested. Also it offers a periodical indexing service that covers subjects not contained in the published periodical index compilations.

Periodicals are second in importance to the library's collection. The fact that the first subscriptions were placed in March and later during the year brought up problems of filling in missing numbers and renewal notices and bills were arriving at all times. It proved that handling as many items as possible through an agency and prorating subscriptions started during the year or back-ordering for the entire year saved both time and money.

In spite of the early opinion of the library committee that the majority of the library materials would be of current date, it was later decided to acquire fairly long back-files of many technical periodicals. Interestingly, it was felt that the 1900's, and late 1800's in some literature, would afford ideas once considered "crack-pot" but worthy of re-examination in the light of new discoveries.

Library furniture, to conform with Lockheed equipment, was gray steel throughout. The item most difficult to adapt was the card catalog, since the first 3 x 5 inch trays obtained did not have retaining rods for the cards nor were individual trays removable. Library users automatically pulled cards out by the handful to do their searching, and, of course, did not replace them in proper sequence. Punched cards held by rods were essential to avoid hours of re-filing and removable trays were a must.

PURCHASING AND CATALOGING

Very early in the organization, a procurement form became necessary. The usual handy 3 x 5 inch size proved too small to contain the often lengthy titles of reports. To keep all orders uniform and methods simple, a 5 x 8 inch form was made up to use for any type of item requested, whether book, report, reprint, or magazine subscription.

A budget was established for the purchase of library material, and a simple accounting system for expenditures was developed. The price of items requested is entered under the group from which the request came. In this way a running account is kept of where the library expenditures are made within the organization. All orders are handled by the purchasing department and are out of the hands of the librarian from the time the purchase request is typed until the material is finally received.

The cataloging of materials, it was decided, should remain as simple as possible. The use of Dewey classifications for books was established, with an attempt to keep numbers to a maximum

of three digits beyond the decimal point. Coordinate Uniterm indexing was decided upon for reports. It was felt that necessary information could be catalogued for rapid retrieval by single words more accurately than by phrases or word-groups which might or might not coincide with searchers' thinking. Also, over a period of years with several catalogers working with the file, single terms would permit less variation than broader subject-heading methods.

Uniterm cards with their serial number postings are filed in a double-tray file, parallel to abstract cards for the reports, which are filed by serial number. A searcher may coordinate the Uniterm cards, locate serial numbers that pertain to his interest, and then identify exact reports by scanning the abstract cards with corresponding serial numbers in the parallel file.

Since this Uniterm and abstract index contains security classified reports, different classifications are identified by the different colors of ink in which serial numbers are posted.

Periodical indexing is covered by *Engineering Index*, *Industrial Arts Index*, and the Pacific Aeronautical Library indexing service.

ORIGINAL POLICIES THAT WERE CHANGED

One of the early policies, when the operation was still small, was to hold nothing in the library—anything could be circulated whenever needed. As demands for information grew, however, it became necessary to build up a collection of reference books. This included various handbooks, manuals, dictionaries, and aids in answering spot reference questions and also standard items such as tube manuals, mathematical tables, standards, and other volumes found to be in constant demand.

One of the special services attempted in the early days of organization was the purchase of personal books. Orders were telephoned to one vendor, who offered a flat 10 percent discount on all

items; books were paid for by personal check or money order. Although this service was appreciated by some, there was criticism about price changes or delays in receiving textbooks needed for university classes. The time spent in this extra operation grew out of proportion to the other duties necessary and personal purchase service was dropped after more than a year of operation.

Another service was scanning and clipping the *Wall Street Journal* and the *New York Times* for items of interest to the administration and research offices. Here, again, the demands of regular library services took the time of the staff so that the service could not be maintained and was discontinued.

A strict requirement to return all library items on time was enforced at first, but it became impossible to keep up the checking operation without additional clerical help. It becomes apparent that in this type of organization, materials may become vital to certain groups for certain periods of time (as when working on some particular project) and to demand return of the material because of a due-date is not in the best interests of the workers when no other group actually has a greater need for the material.

Another special service offered was routing to individuals any periodicals they indicated an interest in receiving regularly. New issues were held in the library for one week, regardless of their frequency. While the organization was small, this period gave time for most personnel to see current issues. However, as the division grew and the demand became greater, there was little opportunity to get to the library often enough to see all current issues and the routing lists became too long. Also, the clerical burden of keeping the routing in operation became considerable. After consultation with the library committee, the routing lists were reviewed to include only persons whose work entailed an interest in specific periodicals. At the



The work room area of the Missile Systems Division Library where security files for classified reports are maintained. Chief librarian Eva Lou Robertson is standing at the extreme left.

same time additional subscriptions were placed to cover this need and also to allow one copy to be maintained in the library for reference use only.

It is hoped in the future to develop a duplication service for copying articles from current issues for immediate routing to interested individuals. Such information is now located during the scanning of all new issues by the chief librarian who keeps in mind the fields of interest in various areas of the missile systems division. At present such articles are given priority over the regular routing list and are sent on short loan to the individual concerned with a note "for your interest, see page"

From the first month of operation, a monthly report has been written to the immediate supervisor, reviewing the month's progress and any problems in personnel, library services, work in progress, equipment, and budget. Additional items include listing any libraries visited during the period, professional meetings attended, or outside visitors received. To this report are attached a statement of budget expenditures and graphs for the following operations: circulation, items borrowed from other li-

braries, number of items received, and number of purchase requests written (as an indication of orders placed). In the body of the report is also given a sampling of reference questions (when security is not involved), the number of report orders placed and otherwise handled, and the number of items classified and cataloged.

SECURITY MEASURES

Peculiar to this type of industrial library is the need for security measures connected with handling materials for government contracts. This means that most of the reports in the collection are classified as "confidential" or "secret" and, therefore, involve locked security files and necessitates checking the "need-to-know" of workers requesting reports. It also means that special receipts must be written for all transactions involving these classified documents, beyond the regular library circulation records. Obviously this puts a special burden of responsibility upon every library staff member, both on and off the job.

Also, because of the mass classified material handled, it is imperative that the library knows what is checked out to each individual and has this record

available on short notice, in case a worker suddenly terminates or is terminated. For this reason, a double file is kept on circulation records—the usual circulation card filed by call number and a second circulation card filed by the man's name. (For the sake of clarity, the cards are of different colors, white for circulation cards, yellow for name cards).

LOOKING BACK

If we were to start over again the staff would be enlarged at a faster pace to give the library organization a chance to at least keep current with the demands, or, more ideally, to anticipate demands. As it was, the channels described brought in materials faster than one librarian and her small staff could catalog them along with other duties.

The librarian's experience would be given more consideration, since various valuable recommendations made relative to equipment and operation were disregarded until later experience showed that time and money would have been saved had her earlier ideas been used. It is sometimes difficult for industrial organizations to realize that long established practices of librarianship have been proved in many kinds of situations and only need to be altered to suit the needs of a particular organization for eventual saving in time, money, and efficiency of operation.

The library committee would definitely be maintained since it has proved its worth. Even though in the early stages it assumed more authority than necessary in matters of book selection, it remains an extremely valuable public relations tool and provides a sound backing for establishing library policy.

If possible book purchasing should be handled through the library rather than through a purchasing department, to speed receipt of materials and to simplify the paper work and procedures. Library know-how of publishers, agencies, and other sources can soon prove of value in this area.

With this backward look at what might have been, the library can be reported now as continuing to develop, growing out of its allotted space and increasing in materials offered. These formative stages demand more decision in library administration than will be necessary five years hence, because these policies are vital to smooth operation and efficiency and, most important of all, to the job of directing needed information to the searchers at the crucial time of need.



Editor's Note: The Missile Systems Division Library recently celebrated its second birthday by moving to new, larger quarters and it will begin its third year of operation with a staff of three professional librarians and ten clerical employees. Its literature collection has grown to include 2,500 volumes, 9,000 reports plus 7,000 technical reports on microfilm, and current subscriptions to 326 periodicals. The personnel served number more than 3,000 including technical workers and some users from all other departments.

THE MILITARY LIBRARIANS DIVISION of Special Libraries Association announces

three titles in a new bibliography series sponsored by the Division:

Aeronautics: Ten Titles for the Small Library (Bibliography No. 1)

Aeronautics: Twenty-five Titles for the College or Public Library (Bibliography No. 2)

Aeronautics: One Hundred Titles for the Large Public or Academic Library (Bibliography No. 3)

Single copies will be mailed upon request. Write to:

MRS. ELIZABETH J. THOMSON
Bibliographic Assistant
Air University Library
Maxwell Air Force Base, Alabama

Who Uses a Technical Library

GORDON E. RANDALL, *Manager*
Technical Information Branch, ARO, Inc.
Tullahoma, Tennessee

HALFWAY BETWEEN Nashville and Chattanooga, 165 miles from Knoxville and a trifle farther from Atlanta, the Arnold Engineering Development Center is located at Tullahoma, Tennessee. This Air Force Center, one of the ten Air Research and Development Command major installations for aeronautical research, tests missiles, aircraft, and propulsion units of tomorrow in its large, high-speed wind tunnels.

Although it is an Air Force installation, the wind tunnels, engine test facilities, and the service divisions of the Arnold Engineering Development Center, or AEDC as it is known in this day of alphabetic designations, are operated by a private contractor, ARO, Inc. Policies of the Center are established and defined by the Air Force personnel, and the construction of the Center is under the direction of the Corps of Engineers. In July 1955, the Center strength consisted of 1802 ARO employees, 266 Air Force officers, airmen, and civil service personnel, and 195 Corps of Engineers personnel, largely civil service.

THE AEDC LIBRARY

Library service is provided all personnel by the AEDC Library, an organizational component of ARO, Inc. Both Air Force and ARO management recognized the desirability of providing library service early in the history of the Center. The library was organized in 1952 when there were only 200 ARO employees and all of the personnel were working in temporary buildings at an air field, twelve to fifteen miles from

the present site. The collection was originally selected for the engineering personnel of the Center. As requests coming into the library warranted it, management information of interest and value to salaried supervisors was added. In September 1953, the Air Force transferred the base library (a recreational collection of approximately 1200 volumes) to ARO, and it was incorporated in the AEDC library.

By late 1955 the library had 10,000 bound volumes, a subscription list of nearly 500 journals, and 30,000 reports. Two librarians and two clerical assistants provide the service from the published literature collection, and one supervisor and five clerical assistants are concerned with the report collection.

Journal circulation had grown to 400 per week; the walk-in traffic and telephone calls had increased to 500 a week; book loans averaged a little less than 250 and reports about a hundred each week. For several preceding months, however, there had been an apparent leveling off in the library service statistics, and it appeared that the steady growth of library service of the preceding three years might be at an end.

This was believed to be a pessimistic evaluation, however, for it was obvious that some Center personnel were making only slight use, or none at all, of the library resources. Extension of library services to these potential customers would result in a continued growth in the statistical indications of library use. Inadequate users could best be defined by determining who the adequate users

Editor's Note: *Study of AEDC Library*, an eleven page report on which this article is based, may be released on loan to any librarian interested in obtaining more statistical data. Direct requests to the author.

were. This could only be done by making a careful study of the circulation records maintained by the library.

THE STUDY

A separate card was made for each borrower who had a book or report charged out to him as of the end of July 1955 or who had borrowed a magazine during the preceding six months. The organization to which the borrower belonged, the occupational group of which he was a member, and the types of literature he had borrowed were recorded on the card. The ARO strength report was used to verify names and employment groups as well as to determine the total number of personnel in each group. Comparable information was obtained for the personnel of the Air Force and the Corps of Engineers.

The six literature categories on which the study was made were technical books, reports, routed journals, journal back issues, recreational books, and recreational journals. Determining the literature categories was easy; determining the occupational groups on which the statistical data were to be compiled was a little more difficult. We were interested in comparing the extent to which the engineer was using the library with the use, if any, made by the clerical personnel.

But the distinction between occupational groups—engineers, technicians, and others—was not always clearly defined. How can one determine whether a man is a professional engineer or an electrical craftsman? What are the occupational groups which are neither engineering nor clerical? The ARO strength report carried an employee's organizational assignment, his job title, and whether he was paid a salary or a wage. If he was paid a salary it indicated whether he was exempt or non-exempt from the provisions of the Fair Labor Standards Act of 1938. Those who were exempt were, by definition, either professional, supervisors, or on the policy-making level.

The information in the ARO strength report made it possible to divide all ARO personnel into the following groups: professional engineers, salaried administrators, NES technical personnel (the non-exempt personnel such as draftsmen and engineering aides who were concerned with technical activities), NES administrative (non-exempt personnel such as administrative assistants who were not clerical), clerical, and wage personnel. The latter category included such workers as laborers and guards.

WHO THE LIBRARY USERS ARE

In July 1955 there were 2263 potential users of the AEDC library of whom 620, 27 percent, had borrowed one or more items. Within ARO more engineers, 74 percent, used the library than any other occupational group. The Air Force officers of AEDC Headquarters, however, had an even higher percentage of users, 81 percent, but 25 percent used the recreational collection exclusively while only three percent of the salaried engineers did so.

A compilation of the borrowers by occupational groups is shown in Table I. The complete tabulation by organizational groups showed a fairly extensive variation in the percentage of users among the various organizational components. Quite understandably, more personnel in the engineering divisions used the library than did those of the service divisions.

The study indicated that the more complex, difficult, and technical the work of the occupational group, the greater the percentage of users; 93 percent of the salaried engineers in the instrument groups use the literature collection, but only 62 percent of the engineers in a maintenance or operating capacity do. To take a more extreme case, only one percent of the wage group in the maintenance service division borrow from the library.

Only a fourth of the personnel of AEDC are located in the same building

Table I: Library Users by Occupational Groups

Occupational Group	No. in Occupational Group	No. of Library Users	Percent
ARO			
Salaried engineers	349	258	73.9
Salaried administrators	113	67	59.2
NES technical	223	59	26.4
NES administrative	24	7	29.1
Clerical	256	45	17.5
Wage	837	25	2.9
ARO Total	1802	461	25.5
Air Force			
Officers	75	61	81
Civilian men	42	6	14
Airmen	76	30	39
Women	73	23	69
Air Force Total	266	120	45
Corps of Engineers			
Men	160	29	18
Women	35	10	29
Corps of Eng. Total	195	39	20
AEDC Total	2263	620	27.7

with the library; the rest are in buildings a half mile or more away. The effect of this physical separation on library use could not be measured. Clerical personnel in distant facilities had a higher percentage of users than did the clerical personnel located in the same building with the library. There are many factors which could cause this difference so it cannot be assumed that geographic separation causes increased library use.

WHAT LIBRARY USERS BORROW

So much emphasis has been placed in recent years on the importance report and journal collections to the technical library that one might expect book borrowers to be in the minority. This is not the case. At AEDC the number of book borrowers is greater than the combined number of report and journal borrowers. Of the 620 library users, 421 borrow books, 249 borrow journals, and 152 borrow reports. The recreational collection has a surprisingly small number of borrowers. Only 120 borrowers

use the recreational books and 89 borrow the recreational journals.

Table II shows the type of literature borrowed by the occupational groups.

Except for women employees, who use the library primarily for recreational reading, all occupational groups show a similar percentage of book borrowers. There is much more variation among the occupational groups in the percentages of borrowers of the other types of literature. Reports, by their very nature, have a small audience and with very few exceptions only the engineers use them. Of the 152 report borrowers, 140 were ARO engineers, Air Force officers and civilians.

Technical journals, like books, are used by members of all groups except the women employees of the Corps. The salaried administrators have the highest percentage of journal users. Other than the NES administrative and the wage group, more than 30 percent of the users of other occupational groups borrow current journals.

Table II: Type of Literature Borrowed by Occupational Groups

Group	No. of Users	Books		Reports		Journals		Back Issues		Recreation Books		Recreation Journals	
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
ARO													
Sal. Eng.	258	204	79	115	44	135	52	28	11	25	10	16	6
Sal. Adm.	67	51	76	4	6	38	56	8	12	7	10	10	15
NES Tech.	59	35	59	6	10	20	34	5	8	13	22	5	8
NES Adm.	7	6	85	1	14	2	28	1	14
Clerical	45	21	46	2	4	1	2	23	51	13	29
Wage	25	20	80	2	8	5	20	1	4	1	4
Air Force													
Officers	61	38	62	13	21	30	50	7	11	19	31	12	20
Airmen	6	3	1	1	4
Civ. men	30	19	63	9	30	9	30	4	13	7	23	9	30
Civ. women	23	6	26	1	4	1	4	10	43	12	52
C/E													
Men	29	18	62	7	24	7	24	3	10
Women	10	2	5	50	4	40
Total	620	421	67	152	24	249	40	54	9	120	19	89	14

(1) Number of borrowers

(2) Percent of total users

Much of the use of back issues is made in the library and is not reflected in the statistics of this study. Even so, nearly one out of ten library users have borrowed from the back files.

EXTENT OF LIBRARY USE

How extensively do the 620 borrowers use the collection? Over half of the borrowers, 321 to be exact, use only one type of literature. Of the 421 technical book borrowers, for example, 163 use only books. Recreational book borrowers also have a limited interest; 37 percent borrow only recreational books. On the other hand users of the report collection and of journal literature have more varied interests; 90 percent of the report users also borrow books and journals and 75 percent of the journal borrowers also use books and reports.

Even though half of the book borrowers feel their information requirements can be met solely with books, only a third find a single book is enough and over half borrow between two and ten books. On a percentage basis, more

report users require multiple copies than do book borrowers.

All previous data were compiled on a basis of borrowers and were limited to items charged out as of July. Clarity requires the reader be advised that many of the reports and the technical books are retained for several months. To provide an indication over a given period of time, Table III makes a comparison of the total number of borrowers with the circulation record for July 1955.

Journal users are apparently the most avid library users, averaging over five and a half items per month. Readers of recreational books use the collection almost as much, but the average technical book borrower gets only one book every other month. Report users are the middle of the road group, averaging nearly three items per month.

CONCLUSION

The study disclosed that the AEDC Library is providing service for the groups for which it was organized—the

Table III: Items Borrowed during July 1955 Compared to Total Number of Borrowers

	Books	Journals	Reports	Recreation Books	Recreation Journals
Total number of borrowers	421	249	152	120	89
Circulation for July 1955	209	1395	419	677	130
Average per borrower	.49	5.6	2.7	5.6	1.4

engineers of the testing laboratories and the salaried supervisors. But even these two groups are not using the library resources as fully or as completely as they might. The group which could most beneficially use the collection, the technicians and engineering aides (NES technical), was one of the smaller users. More exact knowledge about who uses

the library and who does not, the type of material used, and the extent to which it is used will make it possible for library personnel to give up broad-side distribution of library lists and publicity. Instead, both the acquisition policy and library publications will be directed toward the nonuser and the inadequate user of the library.



Library School and Study News

SEMINAR ON THE ACQUISITION OF LATIN AMERICAN LIBRARY MATERIALS. The seminar will be held June 14-15 at Chinsegut Hill, Brooksville, Florida and is jointly sponsored by the Libraries of the University of Florida and the Columbus Memorial Library of the Pan American Union. Direct inquiries to Marietta Daniels, associate librarian, Columbus Memorial Library, Pan American Union, Washington 6, D.C.

SUMMER WORKSHOP ON AUDIO-VISUAL MATERIALS IN LIBRARIES. The course will be offered August 13-24 by the School of Library Science, Syracuse University, Syracuse, N. Y. The fee is \$75. The workshop covers the selection and acquisition of audio-visual materials for libraries; organization for use; problems of finance and personnel; selection of equipment and experience in its operation; techniques of effective utilization. For additional information, write Carl H. Melinat, School of Library Science, Syracuse University, Syracuse 10.

UNIVERSITY OF MICHIGAN. Rose Vornelker, former head, Business Information Bureau, Cleveland Public Library and its present assistant director, will teach two courses from June 25 to August 3. "Special Libraries" will feature categories and methods of acquiring, arranging, and administering library materials. "Business Information Services" will survey sources and uses of information. C. D. Gull will offer a "Workshop on Mechanization of Information for Research," August 6 to 17. Write Department of Library Science, University of Michigan, Ann Arbor.

MEDICAL LITERATURE AND REFERENCE WORK. The Library School of the University of Illinois will offer an intensive four-week course, June 25-July 21, taught by Frances B. Jenkins. The course will conclude with a three-day field work program at the University of Illinois Library of Medical Sciences in Chicago. Inquiries should be addressed to the University of Illinois Library School, Urbana, Illinois.

The National Housing Center Library

KARL A. BAER

Chief Librarian, National Housing Center Library
Washington, D.C.

ON OCTOBER 3, 1955 Vice President Richard Nixon dedicated the National Housing Center, the organizational seat of the National Association of Home Builders, in the nation's capital. On the sixth floor is located what is believed to be the only library dedicated exclusively to home building and allied subjects and prepared to give nationwide service in that field.

The fundamental purpose of the library is to meet the current information needs of the American home builder, planner, and purchaser regardless of where he is located. Persons visiting the library or contacting it by telephone or mail receive the service they seek.

The preparatory work in establishing the library and associated information services was done by consultants, the Atlantic Research Corporation of Alexandria, Virginia, acting through Saul Herner and Robert Meyer. On the basis of experience, the services of consultants are generally desirable; on the one hand the average librarian does not possess any accumulated know-how about starting a library from scratch, and on the other hand the future librarian is not handicapped in his later activities by any possible conflict of interests arising during the planning stage. Generally speaking, care has to be taken that suggestions made by consultants are not later interpreted as permanent directives or binding commitments on the library.

PLANT AND STAFF

The National Housing Center is conveniently located in the heart of Wash-

ington, where access to other libraries and good restaurants is easy.

The library is situated on the sixth floor and covers an area of 1162 square feet. There are three rooms: the reading room including the stack area (726 square feet), the workroom (338 square feet), and the office of the chief librarian (98 square feet). The entire library area is inside, that is, windowless, but so far none of the staff members has developed claustrophobia or felt in any way uncomfortable. Pleasant temperature and humidity levels are maintained and skillful use of color makes one almost forget that there are no windows.

The relatively small space available to the library necessitated incorporation of the latest innovations in special library planning. Specially designed items include shelves and desks attached to the backs of catalog cabinets, study tables attached to book shelves which can easily be slid in and out of position in the stacks, movable carrels with side panels and fluorescent lighting, an exhibit rack for new books, and partitioned L-shaped desk units for staff members.

The reading room is divided into three areas: the reference area where library users may find quick answers to simple questions; the current periodicals area where they may browse through some three hundred of the latest home building and home planning journals; and the books and bound periodicals area where extensive research may be done in any of the various subjects covered by the library collection.

Data were collected from such libraries as the Association of American Railroads Library, the Housing and Home Finance Agency Library, the American Institute of Architects Library, and the American Pharmaceutical Association Library, all special libraries in the District of Columbia. On the basis of the reference load carried by those libraries and the number of staff members required by them, an estimate was made to determine the size of the staff in accordance with size, scope and functions of the library. The ratio usually prevailing in special libraries between staff salary and book budget also was taken into consideration. The result was a staff of six: chief librarian, cataloger-indexer, acquisitions librarian (doubling as administrative assistant), reference librarian (subject specialist), secretary, and clerk-typist (assistant).

All professional staff members take turns at the circulation and information desk. The purpose of this arrangement is better to acquaint librarians and clientele with each others' needs, interests, and desires. The information desk serves as a center of public relations as well as of library services.

SELECTION AND ACQUISITION

A list of some 9,000 titles including books, pamphlets, periodicals, specifications, catalogs, directories, indexing and abstracting publications, and other reference works was compiled. It was based upon the subject interests of the National Association of Home Builders and the National Housing Center, as indicated from an analysis of their organization structures and from interviews with key personnel. In selecting titles for the initial list, some twenty major bibliographic sources covering the world's trade and government literature in building and related subjects were analyzed. In addition the catalog of the Library of Congress and the pertinent holdings of other libraries, such as those of the Housing and Home Finance Agency, were screened for worthwhile



Ankers Photographers

Miss Scott gives information to a home builder at the desk while Mr. Waldo, reference librarian seated at left, looks up data for a correspondent.

materials. The acquisitions librarian continues to consult all these sources for the selection of new literature.

Particular attention is given to manufacturers' catalogs and government publications of the major English-speaking nations of the world. The embassies of various members of the British Commonwealth have been contacted and asked to make available to the Housing Center publications issued by their governments in fields of interest. The United States Office of Technical Services, which is charged with distributing current reports and other material of interest to American industry, has also been asked to make available American government publications on appropriate subjects. All of these agencies have been most cooperative.

The selection problem is complicated by the fact that housing seems to involve more allied topics than practically any other field of activity, for instance, labor, taxes, bookkeeping and accounting, minority and racial questions, the problems of the aged, public health, laws and legislation, and many other subjects. Basic collections in these fields have been accumulated. At the same time it is realized that the wide scope of the field and the space limitations of the library will make energetic weeding a permanent necessity.

Acquisitioning techniques have been simplified by the use of a multiple-pur-

pose snap-out carbon order form. This form, developed in cooperation with the comptroller of the Association, includes an order blank for Library of Congress printed catalog cards, a purchase order for the dealer or publisher, a notification for the accounting department that ordered material has been received, and an order record card for the library's files. Attached to the order record card by a perforated line is a combined processing and shelf list card that indicates the processing and cataloging necessary for a new acquisition. After an acquisition has been processed, these shelf list cards are filed by catalog number and become an inventory record, a shelf reading device, a reference tool, and the library's authority file for verification of bibliographic data, including catalog numbers.

CLASSIFICATION AND CATALOGING

A special classification schedule provides for three hundred subject categories, with every fifth category left unassigned at the beginning to allow for future expansion needs. The actual construction of a home forms the central part of the classification. Earlier sections of the classification deal with topics of interest to the home builder prior to the actual building stage and the later sections cover subjects related to the home after it has been constructed. Special sections have been included for the National Association of Home Builders and its local affiliates and for the National Housing Center.

The Library pays particular attention to trade literature. Two copies of each document are secured, one copy is processed for the alphabetical manufacturers' file and the other for the main body of the collection, which is arranged by subject matter.

Journals and serials are alphabetically arranged; a specially devised type of holding card represents them in a standard ACME file.

The catalog is divided into a subject file, in which subject guide cards are

used in place of typed-on subject headings, and a name and title file.

SERVICES

The National Housing Center Library differs from most special libraries in one essential point: the general public is one of its main users (more than six hundred "outsiders" used the library during the first three months of its existence) and, to that extent, the library fulfills the functions of a public library. As far as reference services are concerned, the library meets the demands of the public — prospective homebuyers and customers of our exhibitors — with the same spirit of service as the requests of our staff and the members of the Association. Circulation, however, must be restricted to standard interlibrary loan practices.

Even at this early stage the library has undertaken several small bibliographic projects. One of these, a list of "how-to-do-it" books, was related to an exhibit on the same topic, proved to be a nationwide best seller, and had to be re-issued. A monthly library bulletin contains a short record of library events, a description of forthcoming meetings of interest to the home builder, and a list of acquisitions.

The contents of the journals received will form the basis for a digest of current home building literature whose size, format, and content are now being determined. Through this digest, which will probably be distributed monthly to all persons and organizations requesting it, beginning in the fall of 1956, the useful facts contained in the magazines received in the National Housing Center Library will be made available to all. For persons wishing to see the complete articles described in the monthly digests, the library will supply photo-duplicated copies.

As the library is used and incorporates services and features suggested by its users, it should become the world's center of home building knowledge.

The What . . . Why . . . How . . . of ANNUAL REPORTS

ELIZABETH FERGUSON, *Librarian*
Institute of Life Insurance, New York City

THE ANNUAL REPORT seems to be here to stay. Like it or not, it is commonly an expected part of most responsible jobs. In public libraries "report time" is a well-known nightmare because the trusteeship of public funds, to say nothing of the constant hope to get more funds, makes reporting especially vital to public libraries.

Oddly enough the annual report is not universally required in special libraries. This is obviously because a special library is governed by the rules and practices of the organization it serves, and organizations vary. From special librarians one hears such diverse comments as "My management wouldn't read a report"; "All my people care about are statistics"; "I send my boss monthly reports even though he doesn't ask for them,—I want him to know what we're doing"; or "My reports are included in the company's annual report."

However the special librarian may meet the issue, he is bound to be aware nowadays that the annual report is an important public relations medium. Professional public relations people devote their most serious efforts to producing stockholder reports, and awards are granted for outstanding results. But, somehow, this high plateau of professional writing and expensive artwork is difficult to apply to a special library.

Library literature, for the most part, tends to state that reports are impor-

tant but offers little guidance for producing good ones. It is limited to occasional paragraphs, such as the typical ones cited at the end of this article.

I believe that an annual report, with the serious creative thinking it takes to produce a good one, is a vital function of a well-conducted special library. Publicity is only part of the picture. I suggest that it has three values: 1. It is an occasion to check on the progress of the library—a necessary annual stock-taking; 2. It is a factual record of the library's accomplishment; 3. It is a useful avenue of communication with management and the users of the library. Beyond these, and too obvious to discuss, it is an invaluable record for the library staff and their successors.

LIBRARY STOCK-TAKING

Taking stock, as I see it, involves much more than an inventory or process of lining up statistics to see if the totals are ahead of last year's. It is based on a thorough review of the fundamental plans and objectives by which one works. It is a soul-searching process, salutary if sometimes painful, and involves candid answers to such questions as: "Have I accomplished all I planned to do this year? If not, why not? How well am I meeting my basic objectives? What shall I set up as goals for next year?"

Actually one of the most important functions of an administrator is this clear definition of objectives. An annual report offers a useful and logical time to review, clarify, evaluate, and plan for the future. It is what one executive refers to as a "putting yourself

This article is based upon a talk, *The Preparation of Annual Reports*, that was given by Miss Ferguson at the SLA New Jersey Chapter meeting of December 7, 1955.

on the spot" process. Committing yourself in writing to specific plans yearly and scrupulously checking yourself is a wonderful spur to accomplishment.

Sidney Edlund, who addressed himself to librarians' public relations problems in the SLA Public Relations Clinic, 1952-53, emphasizes the values of setting up personal and working objectives and periodical checking on progress:

"The program for the progress of your library will be different from any other program. It will be a better thought-out program and more likely to gain acceptance if it is planned on paper, and if definite means are spelled out for accomplishing the stated objectives . . . To remain sound your library program will have to be constructively revised from time to time."

In more formal fashion Mary Wenzel of the U. S. Civil Service Commission presented a management program at the 1954 SLA Convention. Her basic premise was that in every library situation, large or small, the "planning function" can and should be separated from the "doing function" and that the "planning function" is the essence of management. Part of her material is outlined:

"Objectives:

Write down your objectives

1. What is it you seek to accomplish?
2. Where is your library going?
3. You must know where you are going or you will never get there

Review your objectives

1. Provide a means of keeping them flexible
2. Objectives must be in accord with those of the organization in which the library is located.
3. Do *not* operate in a vacuum
4. Review objectives periodically to make sure they are in conformity with those of the organization

Communicate these objectives to all parts of your organization

1. In writing
2. Orally
3. Constantly"

In addition to its basic values, this soul-searching contributes to an annual report a quality of perspective that can be achieved in no other way. As the years pass, management personnel changes and a complete understanding of the library function cannot be assumed. A bit of intelligently presented background makes possible much sounder interpretation and evaluation of a year's record.

THE FACTUAL RECORD

One of the things that distinguishes modern public relations from old-fashioned publicity is the emphasis on telling an honest story. The little formula that public relations is ninety percent doing a job and ten percent telling about it shows this neatly. Facts, like financial statements, benefit from interpretation and attractive presentation but they are essential raw material. And facts can only be produced from records kept throughout the year.

Statistics, being the most obvious and often the most impressive facts, naturally come into the picture. Whatever their inadequacies, there is no denying that they can tell some of the story very effectively indeed. Management, the audience for special library reports, is conditioned to statistics. Often specifics of budget, personnel, and use of facilities are required as a matter of departmental responsibility. Granting their fundamental values, the challenge is to use statistics effectively.

General library literature has discussed statistics at length, and Gertrude Schutze has contributed an excellent analysis for special librarians. Since the creation of a factual record of accomplishment is a year-round matter, it seems to me that the best guides for significant records are the sources on special library administration. *Technical Libraries*, edited by Lucille Jackson, is, of course, basic in its coverage of all aspects of special library work. Two extremely useful articles are those cited by Earl Graham and Rose Boots.

THE REPORT AS COMMUNICATION

Now, with something to say, there is still the very important *how* to say it.

The prime ingredient of a good report is good, clear writing and for this there are no tricks, few specific rules, and *no substitutes*. Peter Drucker, in his *Fortune* article "How to be an Employee," calls the ability to express one's self in speaking and writing the most necessary qualification for success. Sidney Edlund calls it "letting your associates and your public see your mind at work."

It is not good enough, however, to express one's self from a purely personal point of view. Mr. Edlund stresses this in practically the same breath, saying, "If it (the report) is to show your mind at work . . . it must appeal to the interest of your readers." And this brings up another basic public relations principle, "Identify yourself with the interest of the public you are trying to reach."

This rule shouldn't be hard for special librarians to apply. The distinguishing feature of special librarianship is that it is service conducted in the interest of a parent organization. The test: "How does this further the company's interest?" will keep any report in the proper focus. The fundamental statement of the duties and objectives of the library must strongly reflect company interest. The statistics selected can demonstrate progress in functions important to the company. Special projects can be featured in terms of their significance to the company program. And, most important of all, plans and requests for future development can only be effective if they are shown to contribute to company interest.

So far this article has been concerned with basic elements without which a report has no purpose or substance. But, a report could qualify on all these counts and still be a dull product. The problem is how to give it life, individuality, and interest without the luxuries of beautiful printing and art work.

The most feasible solution seems to be the use of illustrative stories or comments to interpret the bare facts. We librarians can take a lesson, I think, from the writers who have undertaken to tell our story. The successful articles are full of anecdotes and case histories. Granting that an annual report shouldn't be a popular magazine article, some of the techniques can be adapted.

If we are to make an effort to introduce illustrative material, we first of all must accumulate it, and this means being aware of it throughout the year. Memory is never good enough at deadline time. Some librarians find a day-book useful for this purpose. Some do it with an annual report folder into which potentially usable items are placed as they come to hand.

What sort of items? First in importance, I should say, are interesting reference jobs. Because we live so close to reference work, we are in constant danger of forgetting how fascinating this business of answering questions really is to people who don't do it. Writers know this and so do radio and television people. A record of reference questions, together with interesting points about the answers, is a gold mine of raw material.

The idea of citing typical questions in a report isn't new, of course, but it takes a little thought to turn questions into effective illustrative stories. In the Public Relations Clinic, Mr. Edlund gave us a very usable formula which bears repeating. "A good story," he said, "should cover: 1. What was the problem; 2. What was done about it; 3. What were the results." These points can fill out an interesting paragraph and bring cold, statistical accounts to life.

Into the annual report collection might also go letters that point up various aspects of the library service, notes of interesting contacts, writings produced, special jobs—in fact all the items that don't show up in regular records.

In closing it may be appropriate to suggest a rather simple project that could be immensely helpful to special librarians who would like new ideas for their reports. Some group within Special Libraries Association, probably the Public Relations Committee, might gather a collection of actual reports which could be made available to the membership for study. Such a collection does not now exist. It would actually be more suggestive than "how-to" literature and would be a great asset in a teaching program.

If it is true, and I believe it is, that the most important thing about special libraries is their record of individual performance, surely it is time to pay more attention to these on-the-job stories. If a report is thoughtfully built on sound basics backed up with solid fact and presented in a positive vein, it paints a much needed picture of special library service.

CITATIONS

BARBER, W. S. How to tell your story to management. *Special Libraries*, January 1950, p. 14-19.

BOOTS, ROSE. Outline for a staff manual. *Special Libraries*, September 1952. (Available as a separate from Special Libraries Association)

DRUCKER, PETER F. How to be an employee. *Fortune*, May 1952, p. 126-7.

PUBLIC RELATIONS COMMITTEE OF SPECIAL LIBRARIES ASSOCIATION. *Every special librarian should have a sound public relations program*. New York: Special Libraries Association, 1953.

GRAHAM, EARL C. Administrative policies for the special library, an inventory. *Special Libraries*, November 1954, p. 367-370.

JACKSON, LUCILLE, ed. *Technical libraries*. New York: Special Libraries Association, 1951, p. 147-148 on annual reports; p. 153-154 bibliography.

MITCHILL, ALMA C. Selling your library to management. *Special Libraries*, January 1952, p. 18-21.

SCHUTZE, GERTRUDE. Measure of library services: statistics. *Special Libraries*, September 1952, p. 263-5.

SPITZER, ERNEST F. Publicity for special libraries. *Wilson Library Bulletin*, March 1952. (Available as a separate from Special Libraries Association)

WANTED: STORY MATERIAL FOR FILM

The Subcommittee on the SLA Film Project is anxious to accumulate interesting, amusing, and unusual factual stories about special libraries and special librarians. Cases in which a library contributed in an important way to the welfare of management, episodes revealing the rewarding features of special library work, and other incidents that tell the story of special libraries will be a great help in planning the plot and contents of the proposed film. Send suggestions to Frances C. Richardson, chairman, Subcommittee on the SLA Film Project, Twentieth Century-Fox Film Corp., Beverly Hills, Calif.

SLA NOMINATING COMMITTEE

The appointment by Katharine M. Kinder, First Vice-President and President-Elect, of the following members of the Nominating Committee to prepare the slate for the 1957 election, was approved by the Executive Board:

MRS. FLORENCE ARMSTRONG

Michigan Chapter

MARGARET CRESSATY

Southern California Chapter

EDWARD H. FENNER

Baltimore Chapter

K. GENEVIEVE FORD

New Jersey Chapter

AGNES O. HANSON, *Chairman*

Cleveland Chapter

Prospective names, with reasons for their selection, should be mailed as soon as possible to the chairman, Agnes O. Hanson, Business Information Bureau, Cleveland Public Library, Cleveland 14, Ohio. In accordance with By-Law IX of the SLA Constitution, the Nominating Committee must present the 1957 slate to the SLA Executive Board by November 15, 1956.

Two candidates are nominated for each office. These include: President-Elect (First Vice-President), Second Vice-President, and two Directors for three-year terms each.

Institute on Special Librarianship and Documentation

June 8, 1956

Porter Hall, Carnegie Institute of Technology, Schenley Park, Pittsburgh, Pennsylvania. Held in connection with the Annual Convention of Special Libraries Association.

Sponsored by Special Libraries Association in cooperation with American Documentation Institute, Association of Technical Writers and Editors, and National Microfilm Association.

The main emphasis of the all-day meeting will be on "summing-up advances in the various fields of documentation of interest to special librarians. The Institute will aim at promoting better understanding among all segments of the information producing and using process. The program will stress the interaction and interdependence between the originators and processors of printed materials and the special libraries.

PROGRAM

- 9-9:45 *Training for Special Librarianship.* EDWARD N. WATERS, Library of Congress; Sub-committee on Special Library Education; Council of National Library Associations.
- 10-10:45 *The Present Status of Technical Writing and Editing in Industry.* R. T. HAMLETT, Director of Publications, Sperry Gyroscope Co., N. Y.
- 11-11:45 *Microcopy, Near-print and other Reproduction Processes.* VERNON D. TATE, Executive Secretary, National Microfilm Association.

LUNCHEON

- 1:30-2 Documentation Roundtable: *Where Do We Go From Here?*
- 2-2:45 *Subject Classification Schemes in Special Libraries.* ALLEN KENT, Associate Director, Center for Documentation and Communication Research, Western Reserve University, Cleveland, Ohio.
- 3-3:45 *Work Measurement in Technical Information Activities.* C. G. STEVENSON, Head, Technical Information Unit, General Electric Company, Richland, Washington.
- 4-5 *The Logic and Mechanics of Storage and Retrieval Systems.* MORTIMER TAUBE, President, Documentation Incorporated, Washington, D.C.



Dr. Carl H. Mapes

Bonnie Dewes



Walter Read Hovey

Lois Mulkearn



DIVISION SPEAKERS

ADVERTISING DIVISION

BONNIE DEWES, an account executive of D'Arcy Advertising Company, St. Louis, Missouri, will address the luncheon meeting on Tuesday, June 5. Miss Dewes is a past president of the Women's Advertising Club, a winner of the Erma Proetz TV award, and is at present national chairman of the "Advertising Woman of the Year" Award. She is active in the St. Louis Opera Guild and "little theater" groups, has written and produced shows, plays, and radio and television programs, and directed the 1956 Women's Advertising Club's Gridiron Show.

GEOGRAPHY AND MAP DIVISION

LOIS MULKEARN, librarian of the Darlington Memorial Library which houses the rare Americana collection of the University of Pittsburgh Library, will speak on Tuesday afternoon, June 5, on *The Cartography of the Upper Ohio Valley to the Revolution*. She is the senior author of *A Traveler's Guide to Historic Western Pennsylvania*, 1954, editor of the 1949 edition of *Thomas Pownall's A Topographical Description . . . of North America* and the 1954 edition of *George Mercer Papers Relating to the Ohio Company of Virginia* (All Pittsburgh University Press), and a frequent contributor to historical journals.

PICTURE AND MUSEUM DIVISIONS

WALTER READ HOVEY, who will speak on Tuesday, is the director of the Henry Clay Frick Fine Arts Department of the University of Pittsburgh. A graduate of Yale and Harvard, he has devoted his life to teaching fine arts, specializing in oriental and mediaeval art and iconography. Mr. Hovey has developed one of the outstanding art libraries in the United States at the University of Pittsburgh, has built up personal and departmental collections, lectured in the Near and Middle East for the U. S. Information Service, and has prepared catalogs and exhibitions. He is the author of *Potteries and Porcelains*, volume 8 of the Frick Collection Catalog, and has written numerous articles for many periodicals and newspapers.

GEOGRAPHY AND MAP AND PUBLISHINGS DIVISIONS

DR. CARL H. MAPES, chief map editor of Rand McNally since 1948, will address a dinner meeting, June 4, on *Rand McNally and the Mapping of the American West*. Dr. Mapes has been associated with Rand McNally since 1924 as a salesman, map editor, and research geographer; has taught geography in the Seattle Schools, University of Washington, Eastern Washington College, and University of Chicago Adult Education program; is the author of two historical maps and contributing author to two geography volumes; map consultant to *World Book Encyclopedia*; and a member of American geography organizations.

PICTURE DIVISION

ABRAHAM L. KAMENSTEIN, chief of the Examining Division, Library of Congress, will speak June 6, on problems of copyrighting pictures, particularly photographs. Mr. Kamenstein has supervised annually the registration of more than 200,000 claims to copyright and has been active in the drafting of legislation for the Universal Copyright Convention.

ROY EMERSON STRYKER is director of the library of photographs of Jones & Laughlin Steel Corporation, Pittsburgh, where the collection now numbers more than 8,000 pictures of steelmaking. During the Thirties, Mr. Stryker directed the Farm Security Administration's photographic report on rural America. He later initiated and carried out Standard Oil of New Jersey's program of industrial photography. Mr. Stryker will speak on *Industrial Photography* Wednesday, June 6.

SCIENCE-TECHNOLOGY DIVISION

Operations Research will be the general theme of the all-day meeting to be held at the Mellon Institute on Wednesday, June 6, R. P. BUSCHMANN, Operations Research Division engineer, Lockheed Aircraft Corporation, Georgia Division, Marietta, Georgia, will discuss *Operations Research*. Speakers added to the original program include CHARLES K. BAUER, operations research scientist, Research Information Service, Lockheed Aircraft Corporation, Georgia Division, and ELMA T. EVANS, librarian, Cornell Aeronautical Laboratory, Inc., Buffalo, New York. MR. R. O. HUTCHINSON will talk on *What Management Expects from Budgeting*.

JOHN D. DILLON, a senior fellow on an information processing fellowship at Mellon Institute, will discuss *Operations Research Principles Handled at the Library*. A graduate of Marshall College, Huntington, West Virginia, Mr. Dillon has also studied at John B. Stetson University, the University of Florida, and Harvard, taught radar courses for the Army Air Force, and as a lieutenant in the U. S. Navy, served on the staff at the Radar Maintenance School, Massachusetts Institute of Technology. For four years he was associated with the Air Force Cambridge Research Center as an electronics and project engineer and from 1950 to 1954 was a member of the technical staff at the Air Force Missile Test Center, Patrick Air Force Base, Florida.

HOSPITAL DIVISION

DR. JOHN ROBERT MCGIBONY, professor of hospital and medical administration at the Graduate School of Public Health, University of Pittsburgh, will speak on *The Doctor's View of the Library*. Dr. McGibony received his medical training at the University of Georgia School of Medicine and has served with the Division of Medical and Hospital Resources of the U. S. Public Health Service. He is a fellow of leading American medical, public health, hospital, and hospital administrators associations and has written many journal articles as well as a book, *Principles of Hospital Administration* (Putnam, 1952).

DR. JEAN-JACQUES BROSSY, of Hammersmith Hospital, Postgraduate Medical School of London, is teaching this year at the University of Pittsburgh School of Medicine and the Veterans Administration Hospital as an exchange clinical instructor in surgery. Born and educated in Johannesburg, South Africa, Dr. Brossy pursued his postgraduate studies in London and has traveled widely in Europe and the United States. This background qualifies him to speak with personal knowledge on *A Brief Comparison of Medical Libraries in Britain, South Africa, and the United States*.

RUTH P. KUEHN, dean of the University of Pittsburgh School of Nursing and professor of nursing education, is known as a leader in the field of nursing education. After receiving her R.N. diploma at the Children's Memorial Hospital in Chicago, she studied at Ohio State University for a B.S., M.A., and Ph.D. in Education and became a member of the faculty and then director of the University's School of Nursing. In 1939 she helped organize the School of Nursing at Pittsburgh. Dean Kuehn has long been active in national and international nursing associations and committees and is the author and co-author of a number of nursing textbooks. She will speak on *Nurses' Library Needs*.

METALS DIVISION

On Monday afternoon, June 4, Mrs. Virginia B. Seidel will preside at the session on *Creative Thinking and Writing*. A welcome is extended to all SLA members for this program of three talks. Mr. Churchill will address Division members only on Wednesday afternoon when ALCOA will entertain them.

ROBERT W. KUBASTA supervises engineering training at Carrier Corporation, Syracuse, New York. After earning his B.S. and M.S. degrees at the University of Wisconsin and serving three years on the faculty there, he entered industry. Four years later he joined the Carrier Corporation for whom he has worked as an application engineer, branch manager, and regional manager of industrial heating sales in addition to his present activities as supervisor of engineering training for Carrier deal-

John D. Dillon



Dr. John R. McGibony



A. L. Kamenstein



ers throughout the country and U. S. Air Force bases all over the world. Mr. Kubasta believes industry needs talent and will discuss the problems and techniques of first, identifying persons with creative abilities and second, motivating them to think creatively.

J. R. CHURCHILL, chief of the Analytical Chemistry Division of the Aluminum Company of America's research laboratories, will speak on creative activities in the library. He will examine the factual basis and premises for creative thought, the utilization of past results, contributions to present creative work and creativity in designing and administering a library. Mr. Churchill received his B.S. degree from Carnegie Institute of Technology and has been employed by ALCOA since 1929 in such positions as analyst, chief spectrographer, and assistant chief analyst.

IRVING H. JENKS graduated from Mt. Allison University, Sackville, New Brunswick, in 1941 with a B.A. in English and chemistry and combined his dual interests and abilities by becoming a technical writer. After receiving a B.S. in chemistry in 1942, he worked as a chemist for the Aluminum Company of Canada, Ltd. and in 1945 transferred to Aluminum Laboratories, Ltd. to edit its abstract bulletin. In 1947 he became head of the Division of Publications and Documents of Aluminum Laboratories in Kingston. In this capacity he supervises an industrial library, a literature searching unit, the *Abstract Bulletin of Aluminum Laboratories*, and technical writing and editing for the Aluminum Limited Group of companies. Mr. Jenks is the author of several handbooks and numerous articles on aluminum. He plans to describe the many creative thinking and writing opportunities for librarians in preparing annotated bibliographies, patent reviews, abstract bulletins, and technical reports.

ALLEN KENT has had a varied career as a research chemist, scientific editor, and documentation specialist. At present he is the associate director of the Center for Documentation and Communication Research at the School of Library Science, Western Reserve University. Mr. Kent's talk will give the re-

sults of a survey of management awareness of the contributions a library can make to research efforts in metallurgical companies.

NEWSPAPER DIVISION

CHARLES E. PIERSON, managing editor of *The Pittsburgh Press*, will speak on Tuesday, June 5, when Division members will be luncheon guests of the Pittsburgh Newspaper Publishers Association. After graduating from Denison University, Mr. Pierson began his newspaper career as an advertising solicitor for *The Pittsburgh Press*. He then joined the *Toledo News Bee*, moved on to be news editor of the *Cincinnati Post*, and in 1939 joined the news staff of *The Pittsburgh Press*. In 1942 he was named news editor and in 1950 became managing editor.

ADVERTISING, BUSINESS, FINANCIAL, AND TRANSPORTATION DIVISIONS

DR. CLARENCE WALTON will be the guest speaker at a dinner meeting on June 4. He graduated from the University of Scranton, received his M.A. from Syracuse University and Ph.D. from Catholic University, continued his post-doctoral work at Laval University in Quebec, and studied at the Institute for Advanced International Studies in Geneva, Switzerland. He began his teaching career at Duquesne University and after the war held various posts at the University of Scranton, Marywood College, and Catholic University. In 1953 he was appointed assistant dean of the Duquesne University School of Business Administration and five months later, in February 1954, was named dean.

TRANSPORTATION DIVISION

A panel discussion on *New Horizons in Transportation* will be the feature of the meeting following luncheon in the Horizon Room of the Greater Pittsburgh Airport on Wednesday. WILLIAM J. BUTTERBACH, assistant to the Pittsburgh district manager of Trans World Airlines, joined TWA in 1940 and has devoted his primary attention to the development and serving of traffic over TWA's newly inaugurated International route. In this capacity he accompanied a number of industrial study tours through Europe and the Middle East.

J. R. Churchill



Robert W. Kubasta



Irving H. Jenks





Kaufman & Fabry Co.

Harold H. Vaughn



Cassie Studio

William J. Butterbach



Edmund Donnan Osbourne

Mr. Butterbach will discuss the future for aviation as revealed by research and the plans derived from TWA's Cosmic Contest.

HAROLD H. VAUGHN, a graduate of Purdue University, is the assistant regional manager, Pittsburgh Region of the Pennsylvania Railroad Company. He has been with the PRR since 1934 as assistant in the engineer corps, track supervisor, trainmaster, and superintendent at several eastern and central locations. Mr. Vaughn will speak on innovations planned in train types and train travel.

EDMUND DONNAN OSBOURNE, traffic manager of the Union Barge Lines Corporation, Pittsburgh, has been with the company since 1939 except for a four year's leave of absence during World War II. He holds a Coast Guard license as Master of Rivers and Chief Mate for Oceans. Mr. Osbourne will describe the challenge of the waterways to other transportation fields by the constructive part they play in the industrial development of the nation.

BIOLOGICAL SCIENCES DIVISION

ROBERT C. COOK, author of *Human Fertility: The Modern Dilemma*, (Sloane, 1950), and director of the Population Reference Bureau, will discuss *Genetics Today*. As managing editor of the *Journal of Heredity* for thirty years, Mr. Cook has had a unique opportunity to observe the development of the science of genetics. He is a member of the biology faculty of George Washington University. Mr.

Cook belongs to many scientific organizations related to his field and is a director of the American Eugenics Society and the Association for Research in Human Heredity.

DR. EARL L. GREEN has been associated with the Department of Zoology, Ohio State University since 1941. He has edited the *Ohio Journal of Science* and is a member of several professional societies.

DR. C. C. LI, a native of Tientsin, China, received his Ph.D. from Cornell University in 1940. Returning to his homeland, he taught at a number of Chinese universities and then returned to the United States where he is currently teaching biostatistics at the University of Pittsburgh Graduate School of Health. He is the author of *Population Genetics* (University of Chicago Press, 1955).

DR. GENEVIEVE MILLER received her Ph.D. from the Johns Hopkins Institute of Medical History and is a research associate in medical history at Western Reserve University. Dr. Miller has edited two medical history volumes, and is managing editor of *Bulletin of the Cleveland Medical Library*.

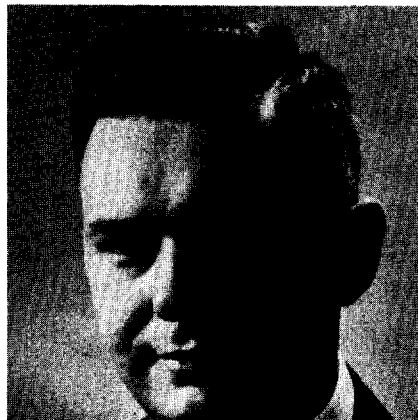
DR. CONWAY ZIRKLE, professor of botany at the University of Pennsylvania, has taught at the University of Virginia and Johns Hopkins and has been a fellow in biology at Harvard. He is a member of the board of trustees of *Biological Abstracts*.

Robert C. Cook

B. Abbott

Dr. Clarence Walton

Charles E. Pierson



CONVENTION PROGRAM CHART — SPECIAL LIBRARIES ASSOCIATION

Pittsburgh, Pennsylvania, June 3-7, 1956

	BREAKFAST	MORNING	LUNCHEON	AFTERNOON	DINNER	EVENING
SUNDAY JUNE 3		Executive Board Meeting		Executive Board Meeting Exhibits open	Convention-wide informal buffet	Advisory Council: Business meeting
MONDAY JUNE 4	Financial Newspaper	OFFICIAL OPENING OF CONVENTION Convention-wide Program Putting Knowledge to Work: the reaffirmation of a credo and a rededication to the faith.		Advertising: Tour Metals Newspaper Science-Technology Engineering Petroleum Pharmaceutical Joint Meeting: Insurance and Picture Tours: Jones & Laughlin Steel Mill Heinz 57 Varieties	Museum Joint Meetings: Advertising, Business, Financial, and Transportation Biological Sciences and Hospital Geography and Map and Publishing	Metals: Open house Military Librarians: Informal meeting Museum: Tour Picture: Informal meeting Sci-Tech: Open house Joint Meetings: Advertising, Business, Financial, and Transportation Bio Sciences and Hospital Geography and Map and Publishing
TUESDAY JUNE 5	BULLETIN EDITORS PLACEMENT CHAIRMEN	GENERAL SESSION Convention-wide Program Public Relations	Advertising Bio Sciences & Hospital Financial Insurance Museum and Picture Newspaper Science-Technology Chemistry Paper & Textile Public Utilities Luncheon and Tour: Duquesne Brewery	Biological Sciences Geography and Map Hospital Military Librarians Newspaper: Field trip Publishing: Tour Joint Meeting: Museum and Picture Tours: U. S. Steel Heinz 57 Varieties	Executive Board and Advisory Council PAST SLA PRESIDENTS	Executive Board and Advisory Council: Open Meeting
WEDNESDAY JUNE 6	Advertising Biological Sciences Business Financial Hospital Metals Museum Picture Publishing	Bio Sciences & Hospital Business: Field trip Geography and Map: Field trip Insurance Metals: Field trip Museum Newspaper Science-Technology Social Science Transportation: Field trip	Geography and Map Metals Picture Transportation	Biological Sciences & Hospital: Field trip Metals Military Librarians Museum: Field trip Newspaper Picture: Field trip Science-Technology Transportation Joint Meeting: Publishing, Advertising, Business, and Financial	BANQUET	
THURSDAY JUNE 7	SCHOOL FOR INCOMING CHAPTER OFFICERS SCHOOL FOR INCOMING DIVISION OFFICERS	Annual Business Meeting		Convention-wide Programs: "Circles of Information" ASTIA's Program — Today and Tomorrow		
FRIDAY JUNE 8		Executive Board Meeting POST-CONVENTION INSTITUTE Metals: Field trip International Relations Committee		Executive Board Meeting POST-CONVENTION INSTITUTE Metals: Field trip International Relations Committee		

Have You Heard . . .

Loan Collection of Classification Schemes

Last fall Special Libraries Association deposited its collection of classification literature, on a loan basis, at the School of Library Science at Western Reserve University. This collection of classification systems, covering specialized and general subject fields, is being expanded and brought up to date. Contributions from all areas of knowledge, either for loan or as permanent holdings, are being solicited, and plans are being made for furnishing microfilm or photostatic copies at nominal fees. Donations or requests for information should be addressed to Allen Kent, Chairman, SLA Committee on Special Classifications, c/o School of Library Science, Western Reserve, Cleveland 6, Ohio.

Acquisitions Institute

Over 250 representatives of the book trade and New England college, university, and public libraries attended the Acquisitions Institute sponsored by the Education Committee of the Boston Chapter of SLA at Simmon College, Boston, on April 12. The program, planned by Mrs. Vanda Cariani and Gerald L. Ball of the Boston Public Library and Mary D. Quint of the Geophysics Research Library, U. S. Air Force Cambridge Research Center, was devoted to a practical exchange of experience between librarians and their associates in the book trade rather than to theoretical discussions. More than thirty specialists speaking on subjects not too well known to library audiences directed their remarks to experienced librarians rather than to novices. The general afternoon session presented the points of view of the publisher, wholesaler, book store owner, and acquisitions librarian. It was followed by panels: special fields, covering science, medicine, and fine arts; government documents, discussed by the Superintendent of Documents; translations, for which

List of Sources of Technical Translations Available to Librarians was prepared; special collections and rare books; foreign acquisitions; and binding. Andrew Osborn, Harvard College Library, spoke on serials in the evening.

Library Field Trip

The Philadelphia Council's annual field trip took place on April 7 when members visited the recently modernized and expanded technical library of the E. I. du Pont de Nemours & Company in Wilmington, Delaware. Librarian, Mrs. Marie S. Goff and her staff conducted a tour of the library in the morning and presented each guest with an envelope containing samples of the library's forms, order blanks, file cards, and public relations materials. After luncheon the product information group of the Textile Fibers Department presented "I Remember Mama," a portrayal of the contributions of man-made fibers to modern living.

Oak Ridge

The Oak Ridge Chapter held a joint meeting with the Oak Ridge Association of Technical Editors and Writers on February 9. Genevieve Cole and Martha Anderson represented special librarians, and Martha Gerrard and Willard Reel, the editors. A panel discussion on "Areas of Cooperation between the Technical Editor and the Special Librarian" considered the following areas of mutual interest: reference citations and abbreviations, reference services, report title pages, report summaries, and tables of contents. From the discussion it was evident that librarians need to advertise their services more extensively while the editors learned of specific items that hinder the best utilization of their material.

Request for Photographs

The American Red Cross, which is celebrating its 75th anniversary this year, is conducting a nationwide search

for historical photographs or negatives portraying the organization's activities before World War I. The Red Cross will make copies of all photographs received and return the originals immediately. Where groups of pictures are found in newspaper picture morgues, arrangements will be made by the Red Cross to have copies made locally. Rare photographs should be sent by registered mail to Chief Librarian, American National Red Cross, Washington 13, D.C.

Shirley Booth Honored

In appreciation for her warm, dynamic portrayal of a reference librarian in the current hit comedy, "The Desk Set," the New York Chapter of SLA and International Business Machines Corporation presented Shirley Booth with a specially-designed desk set following the April 30 performance of the play at the Broadhurst Theatre. George Freedley, president of the Theatre Library Association and curator of the New York Public Library's theatre collection, made the award. He was accompanied by Chester M. Lewis, president of SLA, and Rosemary Demarest, president of the New York Chapter. More than 300 Chapter members were present in the audience. The desk set itself symbolized a principal "performer" in William Marchant's play, *EMMARAC*, the electronic "brain" mistakenly assumed to threaten the job security of the library staff. The set consisted of a component from one of IBM's huge calculators, encased in plastic and mounted between two pens held magnetically to a white onyx base which bore a place inscribed to Miss Booth.

Russian Translations

Translations of the tables of contents (and occasionally authors' abstracts) of a number of Russian technical journals are provided gratis to interested persons by Morris D. Friedman, Russian Translation. Mr. Friedman, whose translation services have been available about one year, announces also that he will provide an original translation of

any Russian technical article at the rate of \$7.50 per page of standard Russian text. The translation provided is a Multilith copy, typewritten in double-space, with all figures and tables included and enclosed in a cover of heavier stock. Persons interested in additional services and information about the "Available Translations" list may contact Mr. Friedman at 572 California Street, Newtonville 60, Mass.

SLA Members in the News



Photograph by Photo-Arts

M. MARGARET KEHL (right), associate professor of library science at Drexel Institute of Technology, was presented the Achievement Award of the Special Libraries Council of Philadelphia on March 9. The award, an engraved silver tray, was given Miss Kehl for "distinguished service and achievement in the field of special libraries." Gretchen E. Runge, president of the Council and librarian for Burroughs Research Division (left), made the presentation.

ELEANOR R. HASTING of the Catalog Division, Armed Forces Medical Library, Washington, D. C., recently received an award for sustained superior performance of duties, through the Army's Incentive Awards Program.

RICHARD S. ANGELL, chief of the Subject Cataloging Division and acting chief of the Descriptive Catalog Division, Library of Congress, is a recipient of a Rockefeller Public Service Award. The award, given annually to career

civilians in the Federal Government "on the basis of intellectual maturity, leadership, character and competence, interest in public service as a career, and particular promise of future usefulness to the government," will permit Mr. Angell to study technical and administrative aspects of bibliographical control.

ARCH C. GERLACH, chief of the Map Division, Library of Congress, has been appointed by the Earth Sciences Division of the National Research Council to serve as a member of the Advisory Committee on Geography for the Pan American Institute of Geography and History.

ALICE WATTS, former librarian of Aetna Life Insurance Company in Hartford, Connecticut, retired on March 16 after many years of service. Miss Watts is one of the early members of SLA's Connecticut Chapter.

ORRENA LOUISE EVANS retired as librarian of the Bureau of Public Roads, U. S. Department of Commerce, on March 31, 1956. Miss Evans came to Washington on Presidential order during World War I to join the staff of the Ordnance Reference Library of the War Department. Miss Evans was honored by the U. S. Department of Commerce with the Silver Medal for Meritorious Service and by the American Association of State Highway Officials with their twenty-five year award for meritorious public service.

JOHN J. WATERS has been appointed librarian of the Technical Information Section, Rome Air Development Center, Air Research and Development Command, Rome, New York. He was formerly chief of the Catalog Section, Quartermaster Library, The Quartermaster School, Fort Lee, Virginia.

ELIZABETH FERGUSON, librarian of the Institute of Life Insurance, described the services and functions of special libraries on WABC's network show, "Your Better Tomorrow." Miss Ferguson was introduced as a past-president of

SLA on this nationwide program of short informational features which was broadcast from New York City on April 6. The script was prepared in cooperation with Sherman H. Dryer Productions, producers of documentary radio programs, and explained in a popular manner the work of special librarians.

MRS. DOROTHY B. SKAU, librarian of the United States Department of Agriculture Branch Library at the Southern Regional Research Laboratory in New Orleans, has been elected president of the Louisiana Library Association. Mrs. Skau, who has been with the USDA since 1941, is the co-author of several technical bibliographies. One of these, a bibliography of the literature on tung and its products, won her and the two collaborating scientists the USDA Superior Service Award.

CHARLES C. COLBY, *III*, former medical librarian and assistant professor of medical bibliography at the University of Missouri, has been appointed librarian of the Boston Medical Library, the third largest medical library in the United States. As a specialist in medical libraries with the U.S. State Department in 1950, Mr. Colby made a general survey of the medical library facilities and resources in Western Germany and advised the Department on its program to aid these libraries.

Education for Librarians

A Carnegie Corporation grant of \$50,000 to Western Reserve University has been given to the School of Library Science for research and experimentation in training for librarians. Jesse H. Shera, director of the library school, will undertake a thorough examination of education for librarians and, on the basis of this research, develop a model curriculum at Western Reserve.

Aslib Conference

The 32nd Annual Conference of Aslib will be held June 1-4 in Brighton, England. The Conference theme is "Information Service: the Cost, the Value, and the Means."

Off The Press . . .

CHAPTER DIRECTORIES

The 7th edition of *Special Libraries Directory of Greater New York* will be available about June 1. All entries have been brought up to date and new libraries in the greater New York area have been added. Donald Hoteling of *Newsweek* and Fannie Simon of *McCall's Magazine* are co-chairmen of the Directory Committee. The price is \$3.00 to SLA members; \$4.00 to nonmembers. Send orders and checks payable to Donald O. Hoteling, *Newsweek*, 152 West 42 Street, New York 36, N. Y. The 9th edition of the *Directory of Libraries and Information Sources in the Philadelphia Area* may be ordered now from the editor, Mrs. Geraldine R. James, 732 Thirteenth Avenue, Prospect Park, Pennsylvania. The price is \$2.00 to SLA Philadelphia Council members and listees and \$2.50 to others.

BOOK REVIEWS

PROBLEMS AND PROSPECTS OF THE RESEARCH LIBRARY. Edwin E. Williams, ed. New Brunswick, N. J.: Scarecrow Press, 1955, 181 p. \$3.50.

This book contains the papers and proceedings of the Monticello Conference of the Association of Research Libraries held at the University of Illinois from October 29 to 31, 1954. The participants included university librarians, professors, and administrative officials.

The volume's greatest value lies in the uniformly penetrating questions which are raised in both the formal papers and in the discussions that follow. The central focus throughout is upon economic problems facing the large research library and the attendant issues growing out of them. This work defines the issues, suggests their complexities, and clearly sets forth the underlying questions that the group proposed as the basis for a detailed study by the Association of American Universities.

Topics which receive major consideration include library operations, cooperation and specialization, the financial situation, and the future. Particularly notable are Swank's paper on "The Cost of Keeping Books," Down's "Library Cooperation and Specialization," and Metcalf's "Facing the Consequences of Growth." This book is of unquestionable significance for special librarians. It raises universal issues, which except for differences in magnitude, are just as relevant for the special library of limited size as for the major research library. It is required reading for the thinking library administrator who operates within any institutional setting.

PAUL WASSERMAN, Librarian
Graduate School of Business
and Public Administration
Cornell University

HANDBOOK OF SPECIAL LIBRARIANSHIP AND INFORMATION WORK. Wilfred Ashworth, general editor. London: Aslib, 1955, 387 p.

In chapter form this handbook presents discussions on and guides for the solution of problems of administration, equipment, and procedures in special libraries or information departments.

Although the emphasis is on British techniques and sources for documentation, the volume is not without great value and interest for librarians elsewhere as a mental stimulant and for its concrete suggestions. American practice is often referred to in the text and the numerous references at the end of chapters. Those without easy access to the numerous periodicals devoted to techniques of administration and procedure will find the source lists and brief descriptions of actual cases, some not elsewhere published, most useful guides. An example is the thirty-seven page survey of all classification systems with an appended bibliography of 254 items.

The chapter on library planning is valuable for the principles and techniques presented and the original data assembled by the author. The information and descriptions of equipment and routine procedures should be considered in the light of American practice. For instance, the light suggested for general purpose on table tops is at least three to four times too small.

Additional examples of the usefulness of this book are: techniques for the preservation of paper records, coatings to protect books against insects and sulfurous atmospheres, the determination of staff salary distribution by a point system, and the list and addresses of international library organizations and documentation centers. One of its admirable points is the inclusion of brief reminders on general principles, such as that the purchasing routine cannot be specified since it must correspond with that of the overall organizations. The sixteen page detailed index is helpful for references on particular problems and to special sources.

The book is also intended for administrative staffs of organizations planning to establish information and library services, but there is so much detail it is unlikely that persons other than those personally in charge will desire to read it. The work well deserves a place on the staff reference shelf of every special library where it will be wished that the binding was of more durable buckram.

ANNE L. NICHOLSON, Technical Division
Pennsylvania Salt Manufacturing Company
Philadelphia, Penna.

THE UNIVERSITY LIBRARY: THE ORGANIZATION, ADMINISTRATION, AND FUNCTIONS OF ACADEMIC LIBRARIES, 2nd ed. Louis Round Wilson and Maurice F. Tauber. New York: Columbia University Press, 1956, 641 p., \$7.50.

All special librarians will want to know that the Wilson and Tauber volume, since 1945 the standard American work on its subject, solidifies its position with this new edition. It is thor-

oughly revised with seventy pages added, its tabular as well as chart data notably up-dated, and its long chapter-end bibliographies heavy with late references, many for 1955.

University professional school and departmental libraries will find here very pertinent material about the administrative patterns into which their units fit. Wilson and Tauber survey and list many references that present a bird's eye view of national practices. Additionally they offer analyses, comparisons, and recommendations (especially p. 148-153) which are inclusive and persuasive with regard to decentralized collections.

An entire chapter is devoted to problems related to special collections and library handling of unusual forms of materials such as clippings and photographs. It features many footnotes and a six page bibliography that should help a librarian handle most types of communication items.

This same thorough quality, however, characterizes all sections of this treatise (a word that for once can be correctly applied) and American librarianship as a whole is entitled to much satisfaction about the work.

JOHN H. MORIARTY, Director
Purdue University Libraries

NEW SERIALS

EPA TECHNICAL DIGESTS

This monthly journal, published in Paris by the European Productive Agency (EPA), a branch of the Organization for European Economic Cooperation, digests articles from over 1,000 European periodicals. New products and processes developed by European manufacturers in a variety of industrial fields are presented in clear, concise, easily readable form. Most of the articles include illustrative material. Subscription rates are \$24 a year or \$2.50 for a single issue. Further information and sample pages may be obtained from the OEEC Mission Publications Office, 2000 P St., N.W., Washington 6, D.C.

AUSZUGE AUS DEN PATENTANMELDUNGEN

This is a weekly journal of illustrated abridgements to all specifications of patent applications to the German Patent Office. The German text provides full filing details, the main claim, and a drawing if one is filed. Published by Wila Verlag, the subscription rate is \$20 per quarter including postage. Orders may be placed with the sole distributor in the United States: Selby Distributing Co., Accounts Dept., Ridge House, The Ridgeway, Radlett, Herts, England. An English Supplement will be provided beginning with the February 2 issue of the journal; the quarterly subscription rate is \$4.

THE SUN AT WORK

This quarterly newsletter published by the Association for Applied Solar Energy will carry news of association activities as well as information about people and developments in the field of solar research. Guy Benveniste, economist at Stanford Research Institute, is editor. The association also plans to issue *The Journal of Solar Energy Research* as a scientific publication for original papers and extensive abstracts and it has recently published *Proceedings of the World Symposium on Applied Solar Energy, Phoenix, Arizona, November 1-5, 1955*, 304 p., \$5. Further inquiries should be addressed to the Association for Applied Solar Energy, 204 Heard Bldg., Phoenix, Arizona.

AERONAUTICAL JOURNAL

Plans to reproduce in facsimile the first fifteen volumes (1897-1911) of the British periodical, *Aeronautical Journal*, have been announced by Peter Murray Hill Ltd. of London. The publishers will also reproduce twenty-three *Annual Reports of the Aeronautical Society*, (1866-1893). Volumes of the *Journal* contain early scientific articles on flight by Brearey, Phillips, Moy, Wenham, Wright Brothers, Santos Dumont, and others. Both series will be published at

intervals during 1956. The publishers are located at 73 Sloane Avenue, Chelsea, London, S.W. 3, England.

ATOMIC ENERGY

A new Soviet journal, published by the Academy of Sciences of the USSR, will be translated by Associated Technical Services, translators and publishers of scientific and technical translations. *Atomic Energy* will publish articles and reviews of recent achievements related to peaceful uses of atomic energy. The English translation of the journal, issued six times a year, will be available for \$85 annually. For further details write Associated Technical Services, P. O. Box 271, East Orange, New Jersey.

ADMINISTRATIVE SCIENCE QUARTERLY
A new journal devoted to advancing basic understanding of administrative processes will be published by the Graduate School of Business and Public Administration, Cornell University, beginning in June 1956. The quarterly will carry articles, book reviews, and abstracts relating to administration as revealed in business, educational, governmental, hospital, military, and similar organizations. Domestic and foreign subscription will be \$7.50 with a special student rate of \$4. Correspondence should be addressed to *Administrative Science Quarterly*, Graduate School of Business and Public Administration, Cornell University, Ithaca, N. Y.

IUC DOCUMENTATION BULLETIN

Publications and teaching materials in the field of management education which are available from the International University Contact for Management Education Documentation Centre are reviewed in a new mimeographed, loose-leaf bulletin. The contents cover IUC news, books and pamphlets, periodicals, teaching materials (available to institutional members only), and people and news in management education. Inquiries should be addressed to the International University Contact for Management Education, Oosterstraat 94, Delft, The Netherlands.

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KAISER, JOHN BOYNTON, co-compiler. Librarians and archivists on stamps. *Topical Time*, vol. 7, no. 1, January-February 1956, p. 68-70. (Reprints at 25 cents available from John H. Richter, 8101 University Lane, Silver Springs, Maryland).

KEARNEY, PAUL W. Try your library first. *Rotarian*, October 1955.

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RUNTE, ANTHONY F. The "Flight of beef stew" or . . . *Library Journal*, vol. 81, no. 7, April 1, 1956, p. 795-797. (Excerpts from a statement supporting salary increases of New York State library assistants.)

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VORMELKER, ROSE L. Many interests merge in librarianship. *The Zontian*, vol. 36, no. 5, March-April 1956, p. 4.

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IMPORTANT CORRECTION

The **Annual Business Meeting** of Special Libraries Association will be held on **Thursday morning, June 7**, (not Tuesday morning as announced in the April issue) at the William Penn Hotel, Pittsburgh, with the Annual Association Convention.

RECENT REFERENCES

Information furnished is not always complete. Omission of price does not necessarily indicate that a publication is free.

Library Literature

AMERICAN LIBRARY ANNUAL FOR 1955-1956. Wyllis E. Wright and editorial staff of the R. R. Bowker Company, editors. Sponsored by the Council of National Library Associations and the *Library Journal*. New York: R. R. Bowker, 1956. 165 p. \$3.95.

Part I includes a directory of national and regional library associations with officers and committee members; a listing of joint committees involving two or more library associations; and an activities index listing committees, boards, etc., by interest or activity. Part II includes library statistics, book trade statistics, library periodicals, legislation, schools, awards, and a library buying guide.

HOW TO BUILD A CHURCH LIBRARY. Christine Buder. St. Louis, Mo.: Bethany Press, 1955. Paper, \$1.

Includes chapters on the selecting and ordering of books, keeping records, and promoting the use of the library.

BOSTON PUBLIC LIBRARY: A CENTENIAL HISTORY. Walter Muir Whitehill. Cambridge: Harvard University Press, 1956. 274 p. \$4.75.

A readable account of the founding, growing pains, development, and services of the Boston Public Library. Personalities and social, economic, and educational influences are covered.

Bibliographies

RELIGIONS, MYTHOLOGIES, FOLKLORES: AN ANNOTATED BIBLIOGRAPHY. Katharine Smith Diehl. New Brunswick, N. J.: Scarecrow Press, 1956. 315 p. \$6.50.

Includes books of general and specific reference, literary and historical guides, scriptures and their commentaries, and biographies. Covers all cultures.

STUDIES IN BIBLIOGRAPHY: PAPERS OF THE BIBLIOGRAPHICAL SOCIETY OF THE UNIVERSITY OF VIRGINIA, Vol. 8. Fredson Bowers, editor. Charlottesville, Va.: Bibliographical Society of the University of Virginia, 1956. 276 p. \$6.

Twenty-five articles of interest to the student of literature.

Dictionaries

DICTIONARY OF AMERICAN MAXIMS. David Kin, editor. New York: Philosophical Library, 1955. 597 p. \$7.50.

Thoughts expressed by outstanding Americans from the 17th century to the present, arranged alphabetically by subject matter.

DICTIONARY OF EARLY ENGLISH. Joseph T. Shipley. New York: Philosophical Library, 1955. 753 p. \$10.

An alphabetical discussion of words from early English authors with reference to their use in the literature of the period.

Miscellaneous References

CURRENT BIOGRAPHY YEARBOOK 1955. Marjorie Dent Candee, editor. New York: H. W. Wilson, 1955. 706 p. \$6.

350 biographies of prominent personalities, reprinted from *Current Biography* and *Wilson Library Bulletin*. Includes the five-year cumulative index of all names which have appeared in *Current Biography*, 1951-1955.

BRITISH EMPIRE TRADES INDEX: CLASSIFIED TRADES LISTS OF PRINCIPAL BUSINESS HOUSES WITH THEIR CABLE, POSTAL ADDRESSES AND TELEPHONE NUMBERS IN THE BRITISH COMMONWEALTH AND UNITED NATIONS, 1955-56 ed. London: Business Dictionaries Ltd., 1955. 1084 p.

The 24th edition of this annual volume includes sections listing firms alphabetically and by trade classification. The United Nations list of firms has been extended.

EUROPEAN ARCHITECTURE IN THE TWENTIETH CENTURY, Vol. 2, Part III: The Era of Functionalism, 1924-1933. Arnold Whittick. New York: Philosophical Library, 1955. 271 p. \$10.

Continues the scholarly and readable account of the preceding volume. Illustrated with photographs and architects' plans.

INFORMATION PLEASE ALMANAC, 1956, 10th ed. Planned and supervised by Dan Golenpaul Associates. New York: Macmillan, 1955. 912 p. Paper, \$1.; Cloth, \$2.25.

Includes new features on weather, news maps and stories, family names, recipes, and American growth and trends.

THE INTERNATIONAL WHO'S WHO, 1955, 19th ed. London: Europa Publications Ltd., 1955. 1082 p. \$17.50.

Several hundred new entries have been added.

MANUAL OF EXCELLENT MANAGERIALS 1955. New York: American Institute of Management, 125 E. 38 St., 1955. 160 p. \$20.

An evaluation of companies on the basis of management practices. Categories in the evaluating scale include corporate structure, service to stockowners, directorate analysis, sales vigor, research and development.

THE PROGRAM ENCYCLOPEDIA. Clement A. Duran. New York: Association Press, 1955. 630 p. \$7.95.

A thesaurus of program ideas, activities, and

"what to do" suggestions. Includes resource chapters on where to get speakers, films, and program materials.

A PAGEANT OF THE SEA: THE MACPHERSON COLLECTION OF MARITIME PRINTS AND DRAWINGS IN THE NATIONAL MARITIME MUSEUM, GREENWICH. M. S. Robinson. London: Halton & Co.; New York: John de Graff, 1956. 264 p. \$10.

A handsome collection of some 225 maritime illustrations and atlases, several in color.

A SHORT HISTORY OF MEDICINE. Erwin H. Ackerknecht. New York: Ronald Press, 1955. 258 p. \$4.50.

A brief account of the history of medicine as related to modern medical problems.

THE SOUTH AMERICAN HANDBOOK 1955-1956: A Year Book and Guide to the Countries and Resources of South and Central America, Mexico and Cuba, 32 ed. Howell Davies, editor. London: Trade and Travel Publications; New York: H. W. Wilson, 1955. 838 p. \$2.50.

Chapters on Columbia and Peru are entirely rewritten. Statistics and background material have been brought up to date.

STUDY ABROAD: INTERNATIONAL HANDBOOK FELLOWSHIPS, SCHOLARSHIPS, EDUCATIONAL EXCHANGE, vol. 7. Paris: UNESCO; New York: Columbia University Press, 1955. 703 p. Paper, \$2. Provides information on over 50,000 fellowships, scholarships and other subsidized opportunities for educational travel available in over one hundred countries and territories. Text in English, French, and Spanish.

TWENTIETH CENTURY ENCYCLOPEDIA OF RELIGIOUS KNOWLEDGE, 2 vols. Grand Rapids, Mich.: Baker Book House, 1955. 1205 p. \$15.

An extension of the *New Schaft-Herzog Encyclopedia of Religious Knowledge*. Present volumes deal with all principal areas of theological scholarship: Biblical archaeology, text and versions, languages, criticism, history, exegeses, theology, etc. Principal developments in the religious thought and life of the twentieth century are emphasized.

UNITED STATES NAVAL CHRONOLOGY, WORLD WAR II. Washington, D. C.: Navy Department, 1955. \$1.75. Available from Naval History Division, Office of the Chief of Naval Operations.

Significant naval events from September 1, 1939 to September 2, 1945 are recorded in a concise, factual manner. Operations of the U. S. Army and other navies are included to complete the U. S. Naval picture. Indexed, with Pacific and Atlantic charts.

U. S. POLICY IN ASIA. (The Reference Shelf, vol. 27, no. 6). William W. Wade, editor. New York: H. W. Wilson, 1955. 191 p. \$2.

A collection of facts, ideas, and opinions on American Far Eastern policy reprinted from current sources. Includes bibliography.

WORLD SURVEY OF EDUCATION: HANDBOOK OF EDUCATIONAL ORGANIZATION AND STATISTICS. Paris: UNESCO; New York: Columbia University Press, 1955. 943 p. Paper, \$14; Cloth, \$16. Contains descriptive and statistical information on 57 countries. The present volume is a continuation of *World Handbook of Educational Organization and Statistics*, 1952.

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FINE ARTS Librarians (two positions open) for an art museum library serving museum staff specialists in a major art museum. L.S. degree required. Age limits 20-40. Salary presently \$4168 to \$4504, probably to be increased July 1, 1956. Liberal vacation, sick leave policies, Blue Cross, pension plans, civil service status. Apply: Ralph Mueller, Detroit Civil Service Commission, 612 City-County Bldg., Detroit 26, Michigan.

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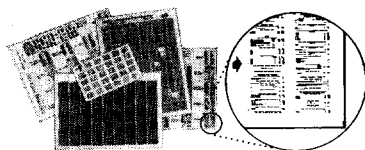
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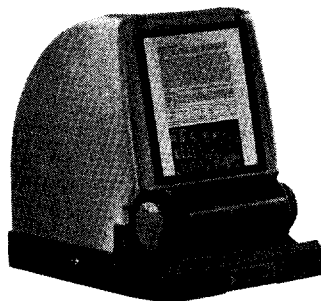
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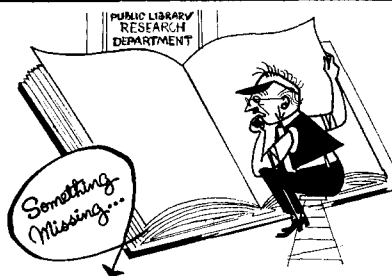
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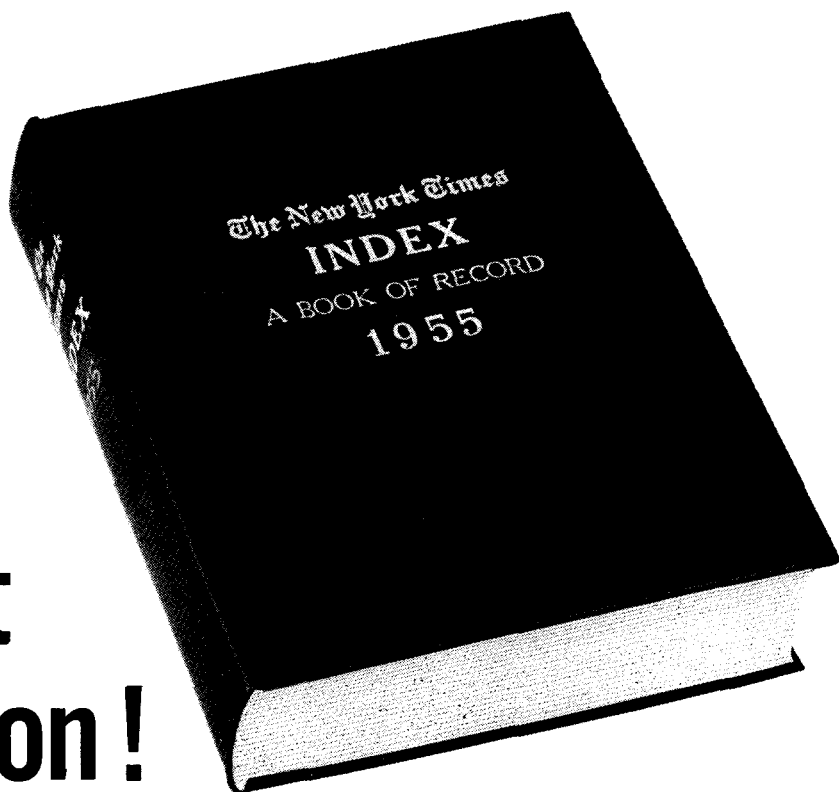
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